



US ARMY FORCES COMMAND

ARMY GROUND FORCES BAND PUBLIC EVENT REQUEST

PURPOSE: The purpose of this form is to request a public performance by a musical support team of the Armed Forces Band, U.S. Army Forces Command, Fort McPherson, Georgia. This information is required to evaluate the event to ensure compliance with DoD policies and for coordination with the unit involved. All data on this form will be used FOR OFFICIAL USE ONLY. All sections must be complete and the policy and terms must be signed prior to submission.

SUBMISSION: Submit this form to the Office of the Chief of Public Affairs, ATTN: Outreach Team, via one of the following methods. Please allow 4 - 10 business days for processing.

E-mail: OUTREACHTEAM@FORSCOM.ARMY.MIL

FAX: (404) 464-5628

MAIL: OFFICE OF THE CHIEF OF PUBLIC AFFAIRS, ATTN: AFCS-PA (Band Request)

HQ US ARMY FORCES COMMAND, 1777 HARDEE AVE, SW, FORT MCPHERSON, GA 30330-1062

SECTION I - EVENT DATA

| | | |
|---|---|---|
| DATE OF EVENT | TIME OF EVENT FROM TO | TITLE OF EVENT |
| EVENT LOCATION (Full address and type of venue, i.e. park, auditorium) (Note: The site must be accessible to and usable by persons with disabilities.) | | |
| PROGRAM AGENDA (Describe the program's overall theme and objective, audience size/expected attendance, civic makeup and purpose of Armed Forces participation.) | | |
| IS THIS EVENT BEING USED TO RAISE FUNDS FOR ANY PURPOSE? IF YES, SPECIFY. | | |
| HAVE ANY OTHER ARMED FORCES UNITS BEEN REQUESTED TO SUPPORT THIS EVENT? IF SO, SPECIFY. | | |
| IS THERE ANY CHARGE FOR THE EVENT? (I.E. ADMISSION, PARKING, ETC.) IF SO, SPECIFY. | | |
| WILL ADMISSION, SEATING AND ALL OTHER ACCOMMODATIONS AND FACILITIES CONNECTED WITH THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN? | | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| TYPE OF ENSEMBLE REQUESTED: (For more information about the ensembles go to www.forscom.army.mil/band) | | |
| <input type="checkbox"/> CONCERT BAND | <input type="checkbox"/> CEREMONIAL BAND | <input type="checkbox"/> JAZZ BAND |
| <input type="checkbox"/> BRASS QUINTET | <input type="checkbox"/> WOODWIND QUINTET | <input type="checkbox"/> DIXIELAND BAND |
| <input type="checkbox"/> OTHER SPECIFY: _____ | <input type="checkbox"/> SHOW BAND | <input type="checkbox"/> JAZZ/POP COMBO |

SECTION II - SPONSORING ORGANIZATION DATA

| | | | |
|--|----------------------------|------------|----------------|
| NAME OF SPONSORING ORGANIZATION | | | |
| IS THE SPONSORING ORGANIZATION A CIVIC ORGANIZATION? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| DOES THE EVENT HAVE THE OFFICIAL BACKING OF THE LOCAL GOVERNMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| DOES THE SPONSORING ORGANIZATION EXCLUDE ANY PERSONS FROM ITS MEMBERSHIP OR PRACTICE ANY FORM OF DISCRIMINATION IN ITS FUNCTIONS BASED ON RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| SPONSORING ORGANIZATION REPRESENTATIVE & CONTACT INFORMATION | | | |
| NAME | | ADDRESS | |
| PRIMARY TELEPHONE NUMBER | SECONDARY TELEPHONE NUMBER | FAX NUMBER | E-MAIL ADDRESS |

SECTION III - SPONSORING ORGANIZATION SUPPORT DATA

EVENT SPONSOR MUST AGREE TO FUND CERTAIN MILITARY EXPENSES WHEN THE REQUESTED MILITARY RESOURCES ARE NOT LOCAL TO THE GEOGRAPHIC AREA OF THE EVENT. SEE SECTION IV, POLICY TERMS AND CONDITIONS FOR ADDITIONAL INFORMATION.

DOES THE SPONSOR AGREE TO FUND THE STANDARD MILITARY SERVICES ALLOWANCE FOR MEALS, QUARTERS, AND INCIDENTAL EXPENSES FOR ARMED FORCES PARTICIPANTS?

☐

YES

☐

NO

DOES THE SPONSOR AGREE TO FUND TRANSPORTATION, MEALS, AND HOTEL ACCOMMODATIONS FOR UNIT REPRESENTATIVES TO VISIT THE SITE PRIOR TO THE EVENT?

☐

YES

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NO

DOES THE SPONSOR AGREE TO FUND TRANSPORTATION FROM HOME STATION TO THE EVENT AND RETURN FOR ARMED FORCES PARTICIPANTS?

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YES

☐

NO

DOES THE SPONSOR AGREE TO FUND TRANSPORTATION FOR ARMED FORCES PARTICIPANTS BETWEEN THE SITE OF THE EVENT AND THE HOTEL?

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YES

☐

NO

DOES THE SPONSOR AGREE TO PROVIDE TELEPHONE FACILITIES FOR NECESSARY OFFICIAL COMMUNICATIONS AT THE SITE OF THE EVENT?

☐

YES

☐

NO

SECTION IV - POLICY AND TERMS OF USE AGREEMENT

The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services and Communications Directorate (0704-0290). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

All Armed Forces units have specific military missions and training requirements. Participation in public programs will only be authorized when such support is in the best interest of the Department of Defense and the Military Services and does not interfere with mission or training programs. In all cases, operational commitments must take priority and can cause previously scheduled appearances to be cancelled.

In order to receive full consideration for support, from the FORSCOM Army Ground Forces Band, a requesting agency, organization, unit or individual must submit the request to the Office of the Chief, Public Affairs, FORSCOM, no later than 60 days prior to the performance date.

Requests will be accepted anytime, but decisions will normally not be confirmed earlier than 210 days prior to an event. Exceptions to this decisional timeline will be made between the band commander and Chief, Public Affairs, FORSCOM.

Requests for support received less than 45 calendar days before the performance will be reviewed on a case-by-case basis by the Chief, Public Affairs, FORSCOM, for approval/disapproval.

Requests received less than 30 calendar days before the performance date will not be honored, unless the event in question is the result of a short notice military tasking.

Department of Defense policies require that Armed Forces participation in public events will be provided at no additional cost to the Government. The sponsor is required to pay, when necessary, the standard Military Services allowance for quarters and meals for all Armed Forces participants and for other services which have been determined in advance by the Military Services and agreed to by the sponsor. Transportation and meal costs are not usually incurred when support is provided from a local military installation. However, circumstances may dictate that reimbursement for any or all of these costs may be necessary. All costs are binding after a unit, personnel, or exhibit has arrived at an event site, even though weather conditions or other unforeseen circumstances force the event to be cancelled.

Armed Forces musical units are organized for ceremonial and traditional purposes and to support recruiting activities. However, they may be authorized to provide certain specified presentations, such as patriotic ceremonies, for public programs. Armed Forces musical organizations are not permitted to provide entertainment, background, dinner, dance or other social music at public or private events in competition with the customary or regular employment of local civilian musicians. Limited resources permit only one band and/or choir to perform at an event, and the Military Services reserve the right to cancel support to sponsors who have scheduled more than one such military unit. If you have questions regarding the information on this form, please call the Public Affairs Specialist on the FORSCOM Community Relations Outreach Team between 8 a.m. and 5 p.m., Eastern Time, Monday through Friday. The number is 404-464-6381.

SECTION V - CERTIFICATION

I am acting on behalf of the sponsoring organization and certify the information provided above is complete and accurate to the best of my knowledge and that I have read and understand the terms and conditions. I understand representatives from the Army will contact me to discuss arrangements and costs involved prior to final commitments, or to inform me of their inability to support this event. I also understand that operational commitments must take priority and can preclude a scheduled appearance at an approved public activity.

SIGNATURE OF SPONSOR'S REPRESENTATIVE

DATE SIGNED

PRINTED NAME AND TITLE